

A few things worth noting about Safe environment and how to use the information available to you.

In previous years the report I use was (and still is) very non user friendly and required a lot of work to make it usable for most of us. This year the councils are getting a shortened version that only lists their council. It shows the position, the member's information, training as well as training due dates and finally, if they are compliant.

This information is available in officers online which is now available to GK, DGK, FS, Adv., MD, and Treasure. The DDs also have a similar report that shows only their councils rather than the whole state.

Supreme and Praesidium / Armatus get their information from the 185 and 365. It is mandatory that you have a personal email address in the council roster in member management. The FS and GK have access to this and may need to update it for some of you. A DD and some Former DDs filling a required position in the council may be surprised to see their personal email address was changed to a DD@MIKofC email at some point and not changed back.

The new requests and updates as well as due dates are updated weekly to Armatus and they send out emails on Mondays letting you know that you need to do training. For some it will be initial and for others refresher training. You may also get a form for a background check. You will have forty-five days to complete this training. If you are expecting a notification please be sure to check your junk mail or spam mail. If you did not receive an email you can try the following after you are listed as pending.

Click on Safe Environment Program at the top or bottom of the Supreme home page. Scroll down to the green and blue boxes. Green is for required and blue is for all others. Click on the Green square and follow the prompts.

For initial training: once your status shows as pending, your password is always your membership number and last name no spaces no caps (1234567smith) unless you are a sr or jr and then you use a space (1234567smith jr). Your initial password is always kofcsafe all lower case.

For refresher training: once your status shows as pending, your password is always your membership number and last name no spaces no caps (1234567smith) unless you are a sr or jr and then you use a space (1234567smith jr). If you, or your computer can't remember the password click on forgot password.

Background check: The personalized link that Praesidium sends out is definitely the easiest way for members to provide their consent as it's right online and simple to fill out. This is a separate email from the training email. If you did not receive one and you are a Family or Community Director contact me with your name, position, council and membership number so I can have one resent to you.

For those of you like me who like to get things done early or plan to be out of town when your training comes due I have bad news. You cannot take your refresher training until your status changes to pending. This happens after you reach your eligibility date. Pending is not the same as noncompliant. If you change to pending in June you will still qualify for council awards, but you may have to remind Supreme about this. Training notifications for the new year don't start going out until mid to late July.

I've also had questions about training for non-required positions. Anyone can take the initial training. Go to the Supreme website. Click on Safe Environment Program at the top or bottom of the home page. Scroll down to the green and blue boxes. Green is for required and blue is for all others. Click on the blue square and follow the prompts. More members trained means it's easier to have the two required people at an event. Non required members are not required to do refresher training but they can log back in and take the initial training again if they would like to.

With all Safe Environment Training please remember to print the completion certificate at the end of the training and insure you have completed all three classes for initial training and two classes for the refresher. If you are the Community or Family Director it should also show your Background check completion. If you fill out the Background check first there is a good chance it will show up as completed before you finish your training.

Also if you take the “for anyone” course and are later moved into a required position you will have a new account issued to you and you will need to take the training over again.

If you need additional information or clarification you can reach me at R.CARL@MIKOF.C.ORG please include a phone number in case the answer is a little long or I don't understand the question.

Take Care

R. Terry Carl

State Youth Protection Director